

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post <b>GUATEMALA</b>	2. Agency <b>CENTERS FOR DISEASE CONTROL &amp; PREVENTION</b>	3a. Position Number
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☐ No

## 4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces  
(Position Number) \_\_\_\_\_, (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_
- ☐ b. New Position \_\_\_\_\_
- ☒ c. Other (explain) Update information and change in title/series to conform to new occupational series for public health positions.

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority				
b. Other				
c. Proposed by Initiating Office	Senior Public Health Specialist/Epidemiologist			
6. Post Title Position (If different from official title) Public Health Scientist/ Epidemiologist	7. Name of Employee			
8. Office / Section HHS (American Embassy, Guatemala)	a. First Subdivision Centers for Disease Control			
b. Second Subdivision Office of the Director	c. Third Subdivision			
9. This is a complete and accurate description of the duties and responsibilities of my position  _____ Printed Name of Employee  _____ Signature of employee      _____ Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position  _____ Printed Name of Supervisor  _____ Signature of Supervisor      _____ Date (mm-dd-yyyy)			
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position  _____ Printed Name of Chief or Agency Head  _____ Signature of Section Chief or Agency Head      _____ Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  _____ Printed Name of Admin or Human Resources Officer  _____ Signature of Admin or Human Resources Officer      _____ Date (mm-dd-yyyy)			

## 13. Basic Function of Position

Job holder is a senior program specialist and a key public health technical advisor for the CDC Program activities in the Central America Region. Job holder works at a project management level with the Ministry of Health, implementing partners, non-governmental organizations, and contractors to coordinate the design and ensure appropriate, high quality implementation and strengthening of monitoring systems and evaluation projects as defined in the Country Operational Plan (COP) and CDC program activities. Position requires public health technical knowledge, results-oriented data analysis, advocacy, and the ability to develop and maintain collaborative working relationships with the Ministry of Health and other USG partners at both national and international levels. Job holder

represents the agency on M&E issues at technical, policy and strategic planning meetings, including meetings with collaborators and donors.

**Major Duties and Responsibilities**

\_\_\_\_\_ % of Time

**Program Management 65%**

Provides expert technical assistance for program monitoring activities that focus on priority issues. In coordination with other program offices, develops innovative monitoring and Data Quality Assessment tools, where needed and appropriate. Works with partners to ensure understanding of the performance monitoring system and their role in the process. Assists in the design, coordination, and initiation of new studies, including obtaining and allocating financial, manpower, and logistical resources, and providing technical assistance to staff from CDC CAR DGHA cooperative agreements and staff from collaboration institutions.

Works with the various entities to ensure activity work plans and monitoring plans include relevant and effective performance measures that together provide greater results and more accurate measurements. Ensures that data are properly collected, and that each indicator is an appropriate measure of its corresponding result. Advises, guides, and monitors the work of guest consultants and researchers, graduate students, and personnel of collaborating institutions working with CDC. Maintains contact with the Ministry of Public Health, the National Aids Committee, other national institutions, and the international agencies involved in AIDS prevention, control and research. Advises and develops training on the process of defining measurable indicators and targets for the desired program results addressed by cooperating partners. Assists partners in preparing their contribution to the monitoring portion of reports through regular consultations and specialized training.

**Scientific Research 15%**

Contributes to and participates in complex studies and performs research assignments that require independent analysis and interpretation. Analyzes results of scientific and operational research and prepares reports in English and Spanish of findings for presentations at international scientific conferences and for publications in international journals. Writes reports for agency use covering scientific activities and evaluating research results. Coordinates with other USG agencies and implementing partners to develop, oversee preparation of, and disseminate the results of evaluations of public health services, including demographic and health surveys, number receiving treatment, AIDS indicator surveys, behavior change surveillance, etc. Takes the lead on additional research-related tasks as assigned. Reviews the medical literature, designs studies, and write protocols for original and creative scientific research and intervention programs. Reads the current scientific literature and keeps up to date on HIV, STI and TB issues. Helps identify and assists in arranging oversees training opportunities for collaborating scientist. Accepts invitations to speak at professional medical, health professionals and lay audiences on HIV, STI and TB topics.

**Interagency Coordination and Administrative Management 20%**

Maintains files and records in the M&E data collection specific to the activities/programs for which incumbent is responsible. Responsible for data integrity and security of information in the reporting databases that may relate to HIV/AIDS infection (particularly as related to named individuals). Other program files include reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, research determinations, panels, and awards. Whenever possible these records will be filed electronically and entered into the reference system.

As a regional and international expert on matters pertaining to HIV/AIDS Monitoring & Evaluation (M&E) programs, job holder represents CDC/Guatemala at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs senior agency officials and interested officials of other USG agencies as appropriate on the results of such meetings and prepares written reports for submission to other interested parties. Participates in inter-agency strategic planning and administrative meetings for purposes of discussing and developing evaluation targets for furthering the program. Such meetings may include representatives of other USG implementing agencies (Departments of State, Defense, USAID and Peace Corps).



## 15. Qualifications Required For Effective Performance

- a. Education  
Required: MD degree or Ph. D. degree in medical or biological science; and/or M.P.H. (Master in Public Health) degree, Master degree in Epidemiology or Master degree in Sciences.  
\*Medical License is not required
- b. Prior Work Experience  
Minimum of 5 years of progressively responsible work experience in epidemiology or public health practice in the region, epidemiological research, or any other biomedical research, including two years of experience in the area of monitoring and evaluation program/activities ; at least one additional year at the managerial level directing or supervising other physicians and health personnel working in these areas.
- c. Post Entry Training  
Incumbent should have professional training and extensive knowledge in HIV, STI, TB, surveillance, data analysis, design and implement study/research and Monitoring and Evaluation.
- d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read).  
Fluent Spanish and English (Level IV). Must be able to translate and interpret complex technical scientific matter from English to Spanish and vice versa. Must be able to understand and communicate with senior-level policy-makers in both English and Spanish to assure mutual understanding of technical, medical and other professional terminology.
- e. Job Knowledge  
Incumbent must have a strong working knowledge of the theories, principles and concepts of epidemiology, infectious diseases and of HIV, STIs and TB that enables him/her to serve as a national or international expert with and international development agency. Incumbent should have detailed knowledge of principles of monitoring and evaluation. Incumbent should have knowledge of the design, development and implementation of complex care and treatment programs in HIV, STIs, TB, or other related diseases. Incumbent should be knowledgeable of HHS/CDC international contracts, cooperative agreements, and grants administration requirements.
- f. Skills and Abilities  
Incumbent should have the ability to communicate medical, scientific, and epidemiological principles in the field of HIV, STIs and TB. Skills should include working with health department personnel, health clinic professionals, universities, and collaborating partners to establish and conduct studies and investigations. Incumbent should have strong skills in conducting analysis of epidemiological data and preparing analytical reports concerning infectious diseases (e.g. HIV, STI, or TB) incidence, demographics, patient risk and other data to determine trends and other significant epidemiological and demographic characteristics. Ability to communicate both orally and writing (e.g.. disseminating information on HIV, STI, TB) by developing written scientific documents, protocols, and operation research papers, publications and making oral presentations at international and national conferences or meetings; as well as advising and/or recommending management solutions difficult issues for the purpose of modifying or formulating sound policies and guidelines concerning the prevention of HIV, STI and TB. Incumbent should possess strong computer skills with experience in word processing and spreadsheets. Incumbents should have strong skills in human resource and administrative, and leadership.

## 16. Position element

- a. Supervision Received  
Broad general guidance on program goals and implementation is received from the Office Director of CDC CAR DGHA

b. Available Guidelines

Using broad goals, objectives, policy statements, and scientific and general technical literature, incumbent must exercise considerable judgment and ingenuity in interpreting and adapting the guidelines that exist, as they may be inadequate for dealing with difficult and unusual problems, issues or questions that arise in the course of work. Incumbent is viewed as a technical advisor on various guidelines and constraints associated with HIV, STIs, TB and monitoring and evaluation.

c. Exercise of Judgment

The incumbent represents CDC CAR DGHA as a epidemiologist and advice administrative staff member to a wide range of contacts in host and other countries, including US and host country government officials, university, donor agency, and non-governmental organizations personnel. A high degree of judgment is required to ensure ongoing and harmonious relations and achievement of CDC CAR DGHA goals and objectives in the region.

d. Authority to make Commitments

With the approval of CDC CAR DGHA Director, the incumbent could make potential of commitments on activities/support to be carried out.

e. Nature, Level, and Purpose of Contacts

Personal contacts are CDC, HHS, US Embassy, USAID, Ministry of Health official in Guatemala and Central America and Panama region, international and nationally recognized scientist, and universities, local health officials, epidemiologists, Embassy officials, executive directors, and staff of public and private groups that influence HIV at local, national and international levels. The purpose of these contacts is to provide expert technical consultation, direction, and leadership for developing, implementing and maintaining components of HIV, STI, TB research, prevention, intervention programs, and monitoring and evaluation.

f. Time expected to Reach Full Performance Level

One year